Bilingual Education Exception Instructions

The application is color coded as follows:

⌂ - All fields must be filled out regardless if you are submitting a Bilingual Education Exception and/or an ESL Waiver.

⌂ - Fill out only if you are submitting a Bilingual Education Exception.

⌂ - Fill out only if you are submitting an ESL waiver.

If you are submitting for both a Bilingual Education Exception and an ESL Waiver application, **all** sections of the application must be filled out.

All applications are due on or before November 1, 2017.

The district Bilingual/ESL contact person may complete the Exception/Waiver, *but all completed applications must be submitted to TEA in an email directly from the superintendent.*

The completed application must be submitted to TEA as an attachment and emailed to: BilingualExceptions_ESLWaivers@tea.texas.gov
*Please note there is an **underscore** after the word exceptions.*

1. Please save this document to your desktop using the following file name format: (District) Bilingual Education Exception Ex: ABC ISD - Bilingual Education Exception

2. Please make sure to complete all required tabs of the document. If not applicable please include N/A. Save often.

3. Please feel free to insert rows as needed and to copy and paste individual tables or sheets to complete for additional campuses. DO NOT alter or delete template/format. Be sure to only use the application for the current year.

Important Note: The completed application must be sent directly from the district superintendent's email address to verify its authenticity.

Tab 1 - District Information (Report a District-wide Number)	
Column(s)	Information
A.	District
B.	ESC Region
C.	CDN – County District Number – Please refer to AskTed if unsure of district number.
D.	Superintendent – Format: Salutation, First Name, Last Name
E.	Superintendent Email
F.	Bilingual/ESL Contact

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Tab 1 - District Information (Report a District-wide Number)	
G.	Contact Phone and extension if applicable
H.	Contact email
I.	Application for – Please choose correct response from drop-down box (Bilingual Exception , ESL Waiver or Both)
J.	ELLs (District wide) Please do not leave blank. ELL count can be obtained from the PEIMS snapshot.
K.	Bilingual Certified (**all** personnel) employed in the district
L.	Bilingual Certified Teachers Currently Teaching in a Bilingual Program
M.	ESL Certified Teachers (all grade levels) currently instructing in an ESL Program
N.	ESL Certified Teachers (all grade levels) employed in the district
P.	Teachers needed to instruct ELLs under a Bilingual Education Exception (Spanish)
Q.	Teachers needed to instruct ELLs under a Bilingual Education Exception (languages other than Spanish)
R.	Teachers needed to instruct ELLs Under a Bilingual Education Exception (Spanish and other languages) Sum of P+Q
S.	Consecutive years since 1999-2000 district has applied for a Bilingual Exception (Please enter a response and if this is the first year, enter 1)

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Tab 2 - Campus Info – Bilingual Exception	
Column(s)	Information

A.	District
B.	CDN – County District Number-Please refer to AskTed if unsure of district number.
C.	Campus
D.	CDCN – Campus District County Number
E.	Language of Exception
F, J, N, R, V, Z, AD, AH	Language(s) of Instruction: Literacy in each grade level indicates the language of instruction by choosing from the drop down box the correct response. The PL refers to Primary Language and ESL refers to English as a Second Language. The district should provide as much instruction in the students' primary language as needed to develop literacy and content knowledge. ESL instruction must be provided in language arts and the content areas.
G, K, O, S, W, AA, AE, AI	Number of Students Under Exception: Record the number of students who are not receiving instruction from a bilingual certified teacher at the appropriate grade level. Add up the number of students under an exception in the total row.

Tab 2 - Campus Info – Bilingual Exception	
H, L, P, T, X, AB, AF, AJ	Number of Classrooms Under Exception: For each grade where data has been entered, record the number of classrooms where students are receiving the alternative bilingual services. Add up the number of classrooms in the TOTALS row.
I, M, Q, U, Y, AC, AG, AK	Number of Teachers Under Exception: Record the number of teachers needed to instruct the students who are under an exception and are receiving the alternative services. Add up the number of teachers in the TOTALS row. (Take into consideration pupil-teacher ratio to determine the number of teachers needed when recording the number.) This number is the number that will be transferred to "P" if it is a Spanish Bilingual Program or "Q" if other languages.

Tab 3 - Instructional Design	
Column(s)	**Information**
A.	District
B.	Instructional Design - Choose an appropriate response from the drop-down boxes to describe the instructional design(s) or method(s) of instructional delivery being used to serve students under exception. You will be asked to describe these codes in detail in Column C. *Example: SC = ESL Content-based Classroom (Self Contained); TA = Teacher Assistant; PO = ESL Pull Out; TT = Team Teaching; D = Departmentalization.*
C.	Detailed Description of how this Design is Implemented or if your district is implementing a dual language program one-way or two-way program, provide a detailed description of how this program model is being implemented.

Tab 5 - Training Recruiting Goals	
Column(s)	**Information**
A.	District
B-D	Training Activities Planned – Indicate, date, location, and provide a brief description – No Attachments Required
E-G	Recruiting Activities Planned - Indicate, date, location, and provide a brief description - No Attachments Required

Tab 6 - TEC § 29.054	
Column(s)	**Information**
Question 1	The district has taken all reasonable affirmative steps to secure teachers with teaching certificates appropriate for bilingual education instruction and has failed. Please select a yes or no answer from the drop down box.
Question 2	The district has affirmative hiring policies and procedures consistent with the need to serve ELLs. Please select a Yes or No answer from the drop down box.
Question 3	Has a teacher having a teaching certificate appropriate for bilingual instruction or emergency credentials been unjustifiably denied employment by the district within the past 12 months? Please select a yes or no answer from the drop down box.
Question 4	Describe how the proposed alternative modified bilingual education or intensive ESL program will meet the affective, linguistic, and cognitive needs of ELLs, including how the students will be given opportunity to master the Texas Essential Knowledge and Skills (TEKS). Provide a narrative response
Question 5	I have verified the information submitted to the Texas Education Agency via this email and attached document and certify its truth and accuracy. Additionally, I assure the following: • At least 10% of the bilingual education allotment shall be used to carry out the activities described in this application • The proposed actions described in this request from will be implemented Please select a Yes or No answer from the drop down box.

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Tab 7 - Action Timeline	
Column(s)	
A-C	Within a five-year plan, only include the **number** of teachers that will be hired yearly **per grade** level.